



**SCHOHARIE COUNTY DEPARTMENT OF  
PERSONNEL & CIVIL SERVICE**  
ANNOUNCES CIVIL SERVICE **PROMOTIONAL** EXAMINATION FOR  
**#75-951 DIRECTOR OF INFORMATION TECHNOLOGY & SERVICES**  
*Starting Salary: \$61,615*

\*Application Fee – \$15.00

**LAST FILING DATE:**    **October 23, 2015**                      **DATE OF EXAMINATION:**    **December 5, 2015**

***Eligible List:*** *The list resulting from this examination will be used to fill vacancies, as they occur in the Schoharie County Department of Information Technology & Services.*

**PROMOTIONAL QUALIFICATIONS:** Limited to employees permanent for 60 months in the position of Computer Programmer-Analyst.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising, coordinating and supporting county-wide information technology and telecommunications activities. The incumbent plans, directs and coordinates all county IT operations and activities, establishes IT policies, procedures and standards, and coordinates and administers IT contacts. The incumbent also either directly provides or assigns IT personnel to provide technical assistance and advice to county departments regarding the identification and solution of a variety of data processing and systems design and analysis problems. The work is performed under the general direction of the County Board of Supervisors with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all technology staff. Does related work as required.

**Use of calculators is ALLOWED**

***Subjects of examination:*** *A written test designed to evaluate knowledge, skills and/or abilities in the following areas:*

- 1. Data Processing Concepts and Terminology:** These questions are designed to test for knowledge of computer characteristics and operations that is relevant for computer programming and analysis. They may cover, but not necessarily be confined to, basic terminology of data processing, data entry, data access, and data communications; basic characteristics of storage media and data bases; types of data processing (e.g., time-sharing), the functions of operating systems, and hierarchies of computer memory.
- 2. Principles and Practices of LAN Administration:** These questions test for knowledge of procedures and terminology applicable to administering a local area network (LAN). They cover such subjects as installing, configuring and upgrading a network; establishing user accounts and assigning access rights; monitoring network performance and troubleshooting; dividing networks and linking to other networks; creating and documenting procedures for users; and establishing and maintaining network security. The questions are not specific to any particular LAN.
- 3. Preparing Written Material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- 4. Programming Techniques and Concepts:** These questions test for basic structures of higher-level computer programming languages and their applications. They cover such subjects as programming techniques and terminology, program documentation, and flowchart interpretation.
- 5. Supervision** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
- 6. Systems Analysis and Design:** These questions test for techniques and concepts of computer systems analysis and design. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/server, Web-based), controls, and systems documentation, testing, and implementation.

***The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)***

**APPLICATION FEE WAIVED:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

*\*The required application fee is fifteen dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: 9/23/15

**SEE REVERSE SIDE**